

New Hampshire Student Exports Using web2school

NOTE: The End Of Year Export must be done from the 2004-2005 school year. The Beginning of Year Export must be done from the 2005-2006 year.

Wicked Good Software has developed tools to help our New Hampshire customers fulfill the requirements for Student Exports. We have developed a series of State User Defined and Descriptive Category fields to accommodate fields that did not previously exist in web2school. In addition we have created a special export template to pull data out of web2school in the state accepted formats. This document briefly outlines the process of providing data to the state. Users must do the following:

- Make sure you are using web2school version 1.60.9 or higher
- Import the category file e-mailed to you by WGS (please contact us for these files)
- Set up link between Entry, Residency and Withdrawal Codes and Entry and Withdrawal Dates
- Assign Entry, Residency and Withdrawal codes
- Modify Town category so towns have numerical codes instead of abbreviations
- Create one new entry code and one new withdrawal code
- Assign category data to all of your students
- Indicate which students should be included in the report using the Include In EOY or Include In BOY category
- Import the special template file e-mailed to you by WGS (please contact us for this file)
- Export the data for the state

Checking The web2school Version

Step

- 1** In web2school click on the **Help Menu**.
- 2** Select **About web2school**. The program displays the version number of the server and the client. Make sure these numbers are at least at version 1.60.9.
- 3** If they are not, go to www.web2school.com to the Downloads page and install the latest updates. If you need assistance installing the update, contact our tech support line at 1-800-237-5530.

Importing the State Category Files

Step

- 1 Contact us and we will send you 1 files via e-mail called NHCats.txt. This contains the category setup for the NH export.
- 2 Save this file to a folder on your hard drive.
- 3 Go into web2school and make sure you are in the 2004-2005 school year.
- 4 Select **Management-Data Management-Import-Import State Category**.
- 5 Browse to the file NHCats.txt and select it. Click OK to begin importing.
- 6 Select **Setup-State Data Elements-User Defined**. Click **Get List**. You should have several user defined fields (SAU Number, District Number, School Number, Town Responsible, District Responsible, Full Day Percentage and SPEDIS ID).
- 7 Select **Setup-State Data Elements-Categories**. Click **Get List**. You should have several descriptive categories (Enrollment Status, Grade Level, Promoted Indicator, Diploma Type, Post-Grad Plans, Residential Home, Homeless Code, Include in EOY, and Include in BOY).
- 8 Repeat the import process in the 2005-2006 school year to ensure that you have the categories available in both years.

Set up link between Entry, Residency and Withdrawal Codes and Entry and Withdrawal Dates

In order to fulfill the requirements of i4see we needed to establish a link between specific entry/withdrawal dates and the corresponding codes. Many web2school users already have data set up for entry and withdrawal codes. We developed a window to create a link between categories and dates. To set up that link follow the instructions below.

Step

- 1 Go into web2school and make sure you are in the **2004-2005** school year.
- 2 Select **Setup-Attendance-Attendance Code**.
- 3 In the first box next to **Entry Code** select **Descriptive Category**. In the box immediately below that select, **Entry1**.
- 4 In the box next to **Residency Code**, select **Descriptive Category**. In the box immediately below that select, **Town**.
- 5 In the box next to **Withdrawal Code**, select **Descriptive Category**. In the box immediately below that select **Withdrawal1**.
- 6 Click **OK** to save.
- 7 Repeat this process in the **2005-2006** school year to make sure you are ready for other exports during the year.

Assign Entry, Residency and Withdrawal Codes

Each student is required to have an entry code (typically something like E1). Currently those codes are stored as a descriptive category. We have developed a tool to assign those codes again and link them to the first entry date or first withdrawal date.

NOTE: For students who have re-entered or re-entered and withdrawn again, you must enter the codes manually on the Attendance Tab of the Student Information window.

Step

- 1 Go into web2school and make sure you are in the **2004-2005** school year.
- 2 Select **Tools-Global-State Attendance-Attendance Code**.
- 3 In the **Select Option** field choose **Entry Code**.
- 4 In the **Select Entry Code** field choose **E1** or **UNRP NAT REG**.
- 5 In the **Assign Data To** section choose **All Students**, click **OK** to begin assigning.

NOTE: For any student who is not an E1 you must go back to their Attendance Tab and modify their Attendance Code.

- 6 Select **Tools-Global-State Attendance-Attendance Code** again.
- 7 In the **Select Option** field choose **Residency**.
- 8 In the **Select Residency** field choose a town.
- 9 In the **Assign Data To** section choose **Descriptive Category**.
- 10 In the **Descriptive Category** field choose **Town**.
- 11 In the **Sub-category** field choose the town that matches the one selected in the **Residency** field and click **OK**.
- 12 Repeat steps 6 through 11 until all towns have been updated.
- 13 Select **Tools-Global-State Attendance-Attendance Code** again.
- 14 In the **Select Option** field choose **Withdrawal**.
- 15 In the **Select Withdrawal** field choose a withdrawal code (make sure to select a code that you know was assigned to at least 1 student).
- 16 In the **Assign Data To** section choose **Descriptive Category**.
- 17 In the **Descriptive Category** field choose **Withdrawal1**.
- 18 In the **Sub-category** field choose the withdrawal code that matches the one selected in the **Withdrawal** field and click **OK**.
- 19 Repeat steps 13 through 18 until all previously assigned withdrawal codes have been assigned again.
- 20 Repeat this entire process for the 2005-2006 school year, unless you assigned Entry and Residency Codes when you assigned entry dates.

Modifying the Town Descriptive Category

When submitting data to the state each town must be submitted as a number. The i4see website has a list of the appropriate town codes. Many web2school customers have an existing Town Descriptive Category. Therefore, you can modify the abbreviations for the towns in your Town Descriptive category to be the numbers required by the state. Also, you must add code 990 to be used when parent pays tuition and code 000 when multiple towns are responsible for a student. Follow the instructions below:

Step

- 1 Go into web2school and make sure you are in the **2004-2005** school year.
- 2 Select **Setup-Categories-Descriptive**. Click **Get List**.
- 3 Double-click on the **Town** category. The program displays a list of towns. Click on the first town name and then click **Modify**.
- 4 Change the abbreviation of the town to be the town code required by the state and click **OK**. If the program asks if you would like to update in the future year say **Yes** so that 2005-2006 will also be updated.
- 5 Modify each town in the list to have the appropriate numerical code.
- 6 Return to the list of towns. Click **Add**. For the abbreviation enter 990. For the description add Parent/Other Pd and click **OK**.
- 7 Click **Add**. For the abbreviation enter 000. For the description enter Multiple Towns and click **OK**.
- 8 Click **OK** to save the new town list.

Creating One New Entry Code and One New Withdrawal Code

There are two codes that need to be added to your system R12 and W12. These codes are used when a student moves from one town to another but still goes to the same school. In that case you will withdraw the student with a W12 and a withdrawal date of the first day they are in the new town. Then give the student a new Entry Date that is the same as the withdrawal date and the code R12 and a new Residency Code. Changes for these students are done on the Attendance Tab of the Student Information window. Follow the steps below to create the new codes in the system.

Step

- 1 Go into web2school and make sure you are in the **2004-2005** school year.
- 2 Select **Setup-Categories-Descriptive**. Click **Get List**.
- 3 Double-click on the **Entry1** category. Click the **Add** button.
- 4 Make the abbreviation be **R12**, the description can be **SAME SCHL DIFFT TOWN** and click **OK**. If the program asks if you would like to update in the future year say **Yes** so that 2005-2006 will also be updated.
- 5 Click **OK** on the Modify Descriptive Category window to save the list of Entry Codes.
- 6 Double-click on the **Withdrawal1** category. Click the **Add** button.
- 7 Make the abbreviation be **W12**, the description can be **SAME SCHL DIFFT TOWN** and click **OK**. If the program asks if you would like to update in the future year say **Yes** so that 2005-2006 will also be updated.
- 8 Click **OK** on the Modify Descriptive Category window to save the list of Withdrawal Codes.

Assigning Category Data To Students

Category fields are used to create fields required by the state that do not exist in web2school. Category data can be assigned globally to all students in your database, to students in a particular year of graduation or to a list of students. See the end of the document for specific field information. The steps below explain that process.

Mass Assign State User-Defined Categories

Step

- 1 Go into web2school and make sure you are in the 2004-2005 school year.
- 2 Select **Tools-Global-State Data Elements-Assign User Defined**.
- 3 On the **Assign User-Defined** window select the first User Defined Category to be assigned. In the Enter Data for Category field, type the data to be entered for the selected students.
- 4 In the **Student Option** section under **Assign Data To** select the appropriate group of students.
- 5 If you choose Year of Graduation, type the appropriate year of graduation in the Enter Year of Graduation field. Click **Apply**.
- 6 If you have created the 2005-2006 school year the program will ask you if you would like to update students in the future year. Generally you should answer yes to this question so that you do not have to update students twice.
- 7 Continue updating categories until all students have been assigned.

Mass Assign Descriptive Categories

Step

- 1 Go into web2school and make sure you are in the 2004-2005 school year.
- 2 Select **Tools-Global-State Data Elements-Assign Category**.
- 3 On the **Assign Data Elements** window in the **Select ID** field select the Category to be assigned.
- 4 In the **Select Sub-ID** field choose the sub category to be assigned.
- 5 In the **Student Option** section under **Assign Data To** select the appropriate group of students.
- 6 If you choose Year of Graduation, type the appropriate year of graduation in the Enter Year of Graduation field. Click **Apply**.
- 7 If you choose one or more students, type a list of the student ID numbers separated by commas. Click **Apply**.
- 8 If you have created the 2005-2006 school year the program will ask you if you would like to update students in the future year. Generally you should answer yes to this question so that you do not have to update students twice.
- 9 Continue updating categories until all students have been assigned.

Modify Categories For A Single Student

Step

- 1 Go into web2school and make sure you are in the 2004-2005 school year.
- 2 Select **Administration-State Utility**. Search for the appropriate student and double-click on his name.
- 3 On the Student Information window you can modify a category by clicking on it and selecting a the appropriate sub-category from the pop-up list.
- 4 To modify a User Defined field, click on the **User Defined** tab. Click in the Data field next to the appropriate User – Defined field and type the data needed.
- 5 To modify a Category field click on the **Category** tab. Click in the Data field next to the category and select an option from the list displayed.
- 6 Click **OK** , **Next** or **Previous** to save.

Importing the NH Template

Step

- 1 You will receive 1 file via e-mail called CustomV01.zip. This contains the template to export data for the state.
- 2 Save this file to a folder on your hard drive. Do not unzip it.
- 3 Go into web2school in any school year.
- 4 Select **Management-Data Management-Import-Import Custom Templates**. On the import window make sure that **Append Data** is selected. Click the Get Path button to browse to the file you saved on your hard drive.
- 5 Click on CustomV01.zip to select it and click **OK**. Click **OK** on the import window to import the template.

Exporting Data For The State

Step

- 1 In web2school select **Management-Data Management-Export-Custom Export-Advanced Custom Export**.
- 2 On the Export window click **Get List**. Click once on **NH-EOY/BOY** Export or on **NH-F&R** Export for the Free and Reduced Export to select it.
- 3 Click on the **Export** button at the top of the window. Click in the File Name field and give the export file a name. This file will automatically be saved to the hard drive of your computer in the web2school\desktop folder.
- 4 **DO NOT CLICK INCLUDE HEADER**. That is not required for this export. Click **Filter** to select the group of students that will be exported. On the Filter window in the **State Category** field choose **Include in EOY**. In the **Sub-Category** field select **Yes**. Only students with Yes in that field will be exported to the state. If you are exporting for the Beginning of Year, choose **Include in BOY**.

When the appropriate set of students has been selected, click **Export** to begin creating the file.

NOTE: Opening the export file in Excel alters the format of the data fields. If you open the file in Excel to verify that the data is there, do not save it. We recommend re-exporting and uploading a file that has never been opened by Excel to ensure data integrity.

Data Fields Included In The Export Templates

Not all fields listed by the state are required at this time. The table below lists the required fields in gray and where web2school stores them for the End of Year and Beginning of Year exports. Fields that are white are not currently required but may be in the future.

Required	Field Name	Where It Is In w2s	Notes
Required	SASID	State ID Student Info Window – General Tab.	This is a unique ID per student assigned by the state.
Required	DATE OF BIRTH	Student Info window – General Tab	Student's date of birth.
Required	RACE	Student Info window – General Tab Ethnicity.	Students who have nothing checked for Ethnicity are sent as code 09 Not Reported.
Required	ENROLLMENT STATUS	State Descriptive Category	Most students will be set to 1. Indicates whether or not student is enrolled in district and if there are any special circumstances about that enrollment. See state codes.
Required	SAU NUMBER	State User Defined field	This is the code for your SAU. This number should be the same for all students in the database.
Required	DISTRICT NUMBER	State User Defined field	This is the code for your school district. This number should be the same for all students in the database.
Required	SCHOOL NUMBER	State User Defined field	This is the number of your school building. This number should be the same for all students in the database, unless you have more than one school in the same database.
04-05 Not Required 05-06 Required	TOWN RESPONSIBLE	Descriptive Category	Town financially responsible for Education
Required	DISTRICT RESPONSIBLE	State User Defined	District financially responsible for education.
Required	GRADE	State Descriptive Category.	Student's grade level.
Not Used	FULL DAY PERCT.	Not used currently	
Required	ENTRY DATE	Student Info Window – Attendance Tab	Web2school will take most recent entry date.
Required	ENTRY CODE	Student Info Window – Attendance Tab	Next to each entry date there should be an entry code.
Blanks Allowed	EXIT DATE	Student Info Window – Attendance Tab	Web2school will take withdrawal date if applicable.
Blanks Allowed	EXIT CODE	Student Info Window – Attendance Tab	Next to each withdrawal date there should be a withdrawal code. If the code has not been entered, print Page 2 of the Enrollment Report to see who has withdrawn. Then go to the attendance tab for those students and enter the withdrawal code.
Not Used	HALF DAYS IN ATTENDANCE	Calculated from the w2s Attendance program	Will be used for the End of Year Report in the summer of 2005-2006
Not Used	HALF DAYS ABSENT	Calculated from the w2s Attendance program	Will be used for the End of Year Report in the summer of 2005-2006
Not Required for 04-05 export	PROMOTED INDICATOR	State Descriptive Category	Indicator specifying if a student will be promoted to the next grade level, if the student has completed all the requirements for high school or if the student will be retained in the same grade.
Blanks Allowed	DIPLOMA TYPE	State Descriptive Category	Type of diploma received by the student. This field should be completed for all students who have a promoted indicator of 3, indicating they have completed school.
Blanks Allowed	POST GRAD PLANS	State Descriptive Category	Indication of the post graduation plans. This field should be completed for all students who

Required	Field Name	Where It Is In w2s	Notes
			have a promoted indicator of 3, indicating they have completed school.
Not Required for 04-05 export	DAYS SUSPENDED – IN SCHOOL	Tracked by attendance category.	To track this you will need to create a specific attendance category. Then on the export template you must indicate which attendance category tracks In School Suspensions. This is only for full days. Days that are ½ day or less of suspension are not tracked. Do not worry about this field for 2004-2005. Set up the Attendance Category for 2005-2006.
Not Required for 04-05 export	DAYS SUSPENDED – OUT OF SCHOOL	Tracked by attendance category.	To track this you will need to create a specific attendance category. Then on the export template you must indicate which attendance category tracks Out of School Suspensions. This is only for full days. Days that are ½ day or less of suspension are not tracked. Do not worry about this field for 2004-2005. Set up the Attendance Category for 2005-2006.
Not Required for 04-05 export	RESIDENTIAL HOME	State Descriptive Category	Indicates if a student is living in a group home.
Required	HOMELESS CODE	State Descriptive Category	Indicates if a student is homeless and what homeless condition is.
Blanks Allowed	SPEDISId	State User Defined Category	SPEDIS Identifier – temporary, until system is integrated.
Recommended	Include In EOY	State Category	This is a special Category created by web2school to determine who should be included in the End of Year report. Students who should be in the report must be set to Yes. Students who should not be included in the report should be set to No.
Recommended	Include In BOY	State Category	This is a special Category created by web2school to determine who should be included in the Beginning of Year report. Students who should be in the report must be set to Yes. Students who should not be included in the report should be set to No.

Students who should be included in the End Of Year Report:

- Any student who was enrolled during the 2004-2005 school year.

Students who should be included in the Beginning Of Year Report

- all students who are currently enrolled at the time of the submission.
- all students who were enrolled in the school at any point since the beginning of the school year.
- students who were enrolled in the prior year and unexpectedly did not return.

The table below lists fields for the Free and Reduced Lunch Export.

Required	Field Name	Where It Is In w2s	Notes
Required	SASID	State ID Student Info – General Tab.	This is a unique ID per student assigned by the state.
Required	DATE OF BIRTH	Student Info window – General Tab	Student's date of birth.
Required	SAU NUMBER	State User Defined field	This is the code for your SAU. This number should be the same for all students in the database.
Required	DISTRICT NUMBER	State User Defined field	This is the code for your school district. This number should be the same for all students in the database.
Required	SCHOOL NUMBER	State User Defined field	This is the number of your school building. This number should be the same for all students in the database, unless you have more than one school in the same database.
Required	FandRIndicator	State Category	Indicates the free/reduced program for which the student is eligible. Students who are not eligible should have nothing in this field.